



CITY OF MANCHESTER

SERVICE LICENSE APPLICATION

UNDER ORDINANCE #14-2068

FOR THE YEAR **2015** (Jan – Dec)

A. Name of Business _____

B. Telephone Number _____ (circle one - store or corporate)

C. Secondary Number: _____ (circle one - store or corporate)

D. Business Physical Address _____ Manchester, MO

Corporate Address _____

Check which address the 2016 renewal reminder letter should be sent to: ☐ Business Address ☐ Corporate Address

*City of Manchester will not be responsible for any delays in the application process due to incorrect mailing address.

E. Business commenced operating in Manchester: _____

F. Number of Employees _____

G. Business Owned by: Individual _____ Partnership _____ Corp. _____ Other _____

H. Nature of Business (Describe) _____

I. Owners Information:

Name	Email Address OR Mailing Address

• ITEMS NEEDED TO RECEIVE AN ANNUAL SERVICE LICENSE:

- ☐ ANNUAL FIRE INSPECTION FROM WEST CO. EMS OR VALLEY PARK FIRE
- ☐ EMERGENCY CONTACT FORM (COMPLETE)
- ☐ APPLICATION (COMPLETE)
- ☐ LICENSE FEE PAYMENT IN FORM OF CASH, CHECK, OR MAJOR CREDIT CARD
- ☐ LETTER OF NO TAX DUE COMPLIANCE (For businesses that report Sales Tax) – You may visit <http://dor.mo.gov>, call (573) 751-9268, or e-mail taxclearance@dor.mo.gov for information

PLEASE COMPLETE OTHER SIDE →

THE LICENSE IS RENEWABLE EACH JANUARY AND
DELINQUENT AFTER **MARCH 15** OF EACH YEAR

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Total Square Footage of Business Premises: _____

Square Footage		Rate	License Fee
Up to 1,000		\$50.00 base amount	\$
Over first 1,000		Add to base amount \$.10 for each square foot over 1,000	\$
Penalty - for failure to pay fee on due date (after March 16) *Penalty- \$25 plus 10% for each month	\$	→ → → → →	\$
Total License Fee Due for 2015 (total lines 1-3)	→ → →	→ → → → →	\$

*If mailing in your payment, you must contact City Hall first to confirm your business license fee amount. An incorrect business license fee payment can result in delays in the license renewal process. **Please note:** Your business license cannot be renewed until all completed paperwork and payment in full is received.*

City of Manchester
Attn: Business License
14318 Manchester Road
Manchester, MO 63011

Phone: 636-227-1385 ext 118
mbarklage@manchestermo.gov

TO BE COMPLETED BY CITY HALL:

License Fee Amount Due: \$_____ Date Paid:_____ Completed by: _____

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DELINQUENT AFTER **MARCH 15** OF EACH YEAR